



LAKEVIEW DAYCARE & PRESCHOOL POLICY & PROCEDURES

4640 Ruddell Rd. SE
Lacey, WA
360 459-0868

ENROLLMENT PROCEDURE

In order for a parent/guardian to enroll a child, the following forms are required:

1. Signed Child Care Contract
2. Health & Immunization Form
3. Signed Emergency Medical Care Authorization Form
4. USDA Enrollment and Income Eligibility Form
5. Signed declaration that you have read and understand our policies and procedures
6. Tooth Brushing Form
7. Individual Care Plan
8. Early Achievers Form

SAMPLE SCHEDULE

6:30-7:00	Arrival/Free Choice
7:00-8:00	Breakfast/Tooth Brushing/Free Choice
8:00-9:00	Potty & Diapers/Free Choice
9:00-10:00	Arts & Crafts/Outside Time/ Teacher Led Activities
10:00-10:30	Circle Time/ Reading
10:30-10:45	Potty & Diapers/Hand Washing
10:45-11:30	Lunch
11:30-1:30	Reading & Rest Time
1:30-2:00	Potty & Diapers/Hand Washing
2:00-2:30	Snack
2:30-3:30	Outside/Teacher Led Activities
3:30-4:00	Potty & Diapers/Hand Washing
4:00-6:00	Outside/ Free Choice/Teacher Led Activities

We are required to offer rest time, it starts at 11:30 am until 1:30 pm. Children up early will play in the front classroom. Please bring warm clothing in winter for outside play. Time is shortened in winter

Please have your child here by 10:30 or after 1:30

Parents of school age children must let us know if they are not returning on the bus.

NON-DISCRIMINATION

No person shall be denied services or be discriminated against for reason of race, color, national origin, religious belief or handicap.

In accordance with federal law and USDA policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identification and sexual orientation), age, disability, or reprisal or retaliation for prior civil rights activity.

SAMPLE MENU

BREAKFAST

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Rice Chex	Pancakes	Toast	Oatmeal	French Toast
Bananas	Cantaloupe	Applesauce	Fruit Cocktail	Oranges
Milk	Milk	Milk	Milk	Milk

LUNCH

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Meatballs	Veggie Soup	Chicken	Sausage	Spaghetti
Potato	Ham/Cheese	Rice	Tater Tots	Meat Sauce
Broccoli	Sandwich	Bread/Butter	Corn	Bread/Butter
Bread/Butter	Apples	Peas/Carrots	Bread/Butter	Veggies
Milk	Milk	Milk	Milk	Milk

SNACK

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Saltines	Oranges	Graham	Apples	Ice Cream
Cheese	Milk	Milk	Peanut Butter	Animal Cracker
Juice			Milk	Juice

LAKEVIEW IS USDA APPROVED

To help maintain our eligibility for USDA we appreciate you completing the eligibility form. All information is kept in strict confidence.

HOURS OF OPERATION

Lakeview opens at 6:30am and closes at 6:00 pm Mon - Fri \$1.00 per minute after 6:05 pm
Parents have free access to the center during business hours.

HOLIDAYS OBSERVED

-NEW YEARS DAY	-MEMORIAL DAY	-MARTIN LUTHER KING DAY
-VETERANS DAY	-4TH OF JULY	-THANKSGIVING DAY & DAY AFTER
-CHRISTMAS EVE	-CHRISTMAS DAY	-PRESIDENT'S DAY
-JUNETEENTH	-LABOR DAY	

If Holiday falls on a weekend we may observe it on Friday or Monday.

Lakeview often celebrates Holidays with a party. If you do not wish your child to participate please let us know in writing so we can find an alternative activity.

ATTENDANCE

All parents or other designated adults are required by law to sign children in and out of the center. Please include time and full signature. Only persons authorized in writing may pick up a child from care. We will require a photo ID from anyone with whom we are not familiar with.

Please notify the center if your child will be absent. This is particularly important if your child rides the bus to school. If your child does not come off the bus from school as expected we will attempt to contact the school or parent to confirm your child is safe. We will immediately call the police for assistance in locating your child.

TERMINATION OF CARE

Two weeks written and paid notice is required by the parent for termination of care. Lakeview Daycare will give two weeks notice for termination of care for any reasons not covered in the suspension and expulsion policy.

SUSPENSION AND EXPULSION

We believe children and families deserve to experience a sense of belonging. We take suspension and expulsion decisions seriously, and want to keep the child enrolled whenever possible. To prevent suspension and expulsion, we:

- Create learning environments in which every child feels good about being with us.
- Offer an environment that promotes children's engagement.
- Teach expectations and routines, skills to use in place of challenging behaviors.
- Talk to families as issues arise.
- Partner with the family to identify the best ways to teach positive replacement behaviors.

Suspension or expulsion are a last resort when steps have been taken to resolve the issue. If the family is not willing to work with us, suspension or expulsion will be the end result.

We reserve the right to terminate enrollment for the following reasons but not limited to:

- Non-payment of tuition.
- Failure to adhere to policies.
- The child's needs exceed our capabilities.
- A child or family member's behavior or actions threaten or endanger the safety and well-being of other children or staff
- If a parent or family member has continuous disrespect for staff.

CLOTHING

Children must be fully dressed (including shoes and socks) We cannot accept a child into care if not fully dressed. Children in pull-ups or diapers will not be accepted into care without diapers, wipes, pull-ups for changes.

Children need the following labeled items;

1 pair of socks, 1 pair of underwear, 1 shirt and a pair of pants or shorts or dress. Any clothes loaned from Lakeview need to be brought back laundered.

TOYS FROM HOME

Lakeview will not be responsible for lost or broken items brought from home.

CHILD ABUSE REPORTING

We are required, by law, to report all suspected cases of child abuse to the proper authorities.

DISCIPLINE POLICY

Alternatives to punishment are used whenever possible. Lakeview staff will Give gentle reminders, Offer acceptable alternatives, Offer encouragement, Avoid power struggles, Respect children's feelings, Clarify messages, Inject humor, Overlook small annoyances. Corporal punishment is NOT allowed. Child may be asked to leave if disruptive and unmanageable and after working with the parents, no solution or improvement has been found.

PHYSICAL RESTRAINT POLICY

Physical contact techniques must use the least restrictive alternative as possible to meet the needs of the child and may be used to:

- Calm or comfort a child by holding the child with no resistance
- Protect a child known to be at risk of injury due to frequent falls as a result of medical conditions.
- Facilitate the child's completion of a task or response when the child does not resist or the child's resistance is minimal in intensity and duration.
- Block or redirect a child's limbs or body without holding the child or limiting the child's movement to interrupt the child's behavior that may result in injury to self or others.
- Assist in the safe evacuation or redirection of a child in the event of an emergency where the child is at imminent risk or harm.
- If physical restraint is used we will report it pursuant to WAC 110-300-0475

MEDICAL POLICIES AND PROCEDURES

All the children under our care are required to have an immunization form and health record showing their last physical examination , allergies, and any other medical information you feel is pertinent for their care. These forms will be provided at the time of registration.

Medication can only be dispensed on the written approval of the parent. Prescription medications can only be dispersed as specified on the prescription label or otherwise authorized in writing by a physician . A record will be kept of all medications administered Non-prescription medications, in original containers with the child's name clearly written on the container, will be administered only with signed instructions from the parent. The medication must also have instructions and dosage amounts for your child's age and weight or it says "consult your physician", we will need your physician's written authority.

Medication will be stored in a locked kitchen cabinet or the refrigerator, both of which are inaccessible to the children.

A large, complete first aid kit is kept on the premises at all times for the treatment of minor injuries. Scratches, abrasions, etc., will be cleaned and bandaged if the situation warrants.If a child has a headache , cold etc., and if they wish to lie down for a while they may do so.

In the case of a potentially communicable disease, the child will be immediately isolated from the other children and the parents will be notified and asked to pick up the sick child

In the event of a serious medical emergency such as severe bleeding, fractures, convulsions etc.The child will be treated with first aid procedures by a qualified member of the staff while another staff member calls 911. Parent/Guardian or emergency contact person will then be notified.

If the situation requires transporting the child to the hospital, your signed emergency medical care authorized for will be taken to the hospital by the staff member accompanying the child. We will call 911 and transport the child by ambulance or emergency aid vehicle to St. Peter's Hospital. All costs of hospital treatment and transportation which may be incurred are the responsibility of the parents/guardians.

All staff members are trained in FIRST AID and CPR, HIV/AIDS

ILLNESS

Lakeview Day Care Center is not specifically approved for the care of ill children. Children with any of the following symptoms are not permitted to remain in our care:

- Fever of 100 degrees F. (under arm) or higher if accompanied by one or more of the following: Diarrhea, Rash, Sore Throat, Signs of irritability or confusion.
- Vomiting on 2 or more occasions within the last 24 hours.
- Diarrhea- 3 or more watery stools with 24 hour period or 1 bloody stool
- Draining Rash
- Eye discharge or pinkeye. Children can be readmitted after medical diagnosis to rule out bacterial or viral infection or after 24 hours on antibiotic treatment
- Chronic fatigue that prevents participation in regular activities
- Open or oozing sores. Unless properly covered, or 24 hours has passed since starting antibiotic treatment
- Lice or Scabies
- Any child clearly in discomfort for unidentified causes (earaches etc.
- Any child diagnosed with a communicable disease until such time a physician's note is provided indicating the child may return to care.

Parents will be contacted to take ill children home under the above circumstances. Until a parent arrives, ill children will be cared for separately from the other children to prevent infecting others.

DIAPERING & TOILET TRAINING

Diapers and pull-ups will be checked hourly and changed as needed. Children potty training will be encouraged to go every hour. Please bring plenty of changes of clothes during potty training.

FOOD FROM HOME

Health Department regulations do not permit homemade foods to be brought to school for sharing with other children. Store bought food is allowed.

OUTDOOR PLAY

WAC for child care centers requires that children be given the opportunity to play outside every day. This is important for development . Please bring warm clothing, hats and gloves for cold weather play.

PESTICIDES

Spraying of pesticides is typically scheduled for Friday evening or Saturday morning so that 48 hours may elapse before care resumes. We will give 48 hours notice if spraying has to be scheduled on a week day.

ANIMALS

The Owner has dogs which are not allowed in the day care building or playground but do interact through the fence. When the children go on a field trip to the field next door they may encounter the dogs. The children are guided in the correct way to pet the dogs if they show interest.

DISASTER PLAN

Lakeview Day Care maintains a disaster supply kit containing but not limited to:

Radio and extra batteries, Flash lights and extra batteries, Crow/pry bar,
Pliers, Wrench, Plastic bags, Disinfectant, Diapers and wipes, Non perishable food,
Toilet paper, Soap, Blankets, Water, First Aid kit, Whistle, Manual can opener, Books and Games,
Family phone numbers, Damage assessment list, etc.

Lakeview staff will make every effort to protect and reassure your children in the event of a disaster.

The procedures listed below will be followed to ensure safety in the event of:

FIRE

The staff and children will evacuate the building and gather on the field next to the playground behind the building. Children that can't walk will be carried. Roll will be called to ensure everyone is out of the building. This procedure is practiced monthly. Lakeview has smoke detectors, carbon monoxide detectors and fire extinguishers. If anyone's clothes are on fire they will be instructed to STOP, DROP, & ROLL

911 will be called and we will not re-enter the building until the fire department inspects the building. Parents will be notified and expected to pick their children up immediately.

EARTHQUAKE

During any ground movement staff and children will drop under a desk or table or take shelter in the doorway. They will hold onto the item they are under and if it moves they will move with it. They will stay away from windows, bookcases, and other dangerous objects.

If they are outside they will move away from the building to protect themselves from falling glass, bricks, etc.

Immediately following ground motion we will:

1. Account for all personnel, children and visitors in the facility
2. Check for injuries
3. Check evacuation routes for safety
4. Check utilities for damage
5. Inspect facility
6. Listen to Emergency Alert System
7. Give instructions and reassurance to children
8. Remain with children until parents/guardian arrive

ICE AND SNOW STORMS

Lakeview Day Care will make every effort to remain open for business after a winter storm. However, if staff members cannot get to work because the roads are not safe or passable, we will not be able to accept children into care. If conditions improve later in the day we will make every effort to open. Typically but not always, if Thurston County schools are closed we will also be closed. Please call the center to make sure we are open.

If a winter storm occurs after children are already at the center we will care for them until you are able to pick them up. Please keep in mind the staff also need to make it home safely. Please call the center if you are stranded so we can decide together the best plan of action.

EVACUATION OF PREMISES

In the event of an emergency that requires the total evacuation of the center, the children will go to the adjacent building and field. Parents/guardians will be contacted.

LOCKDOWN PLAN AND SHELTER IN PLACE

1. We lock all entrance and exit doors and windows.
2. We will keep everyone away from doors and windows.
3. Windows will be covered by curtains.
4. Children and staff will meet in the back classroom of the center.
5. To maintain a calm atmosphere in the room we will read or talk quietly to children.
6. We will call 911 to ensure emergency personnel have been notified.
7. We will remain on lockdown until the situation is resolved or we are notified that it is safe to resume our daily routine.
8. We will notify parents and guardians about any lockdown.

INJURY OR MEDICAL EMERGENCY RESPONSE AND REPORTING

1. All staff are required to have First Aid, Child CPR, and HIV/Aids/Blood Borne Pathogens Prevention Training.
2. Minor cuts, bruises, and scrapes will be treated. Parents will be notified with an injury report at the time of pick up. With some minor injuries parents may be called to help decide treatment for the child.
3. Head injuries, severe bleeding or other serious injuries we will contact the parent immediately and write an injury report.
4. In the event of a serious injury or emergency, staff will call 911 and administer first aid or CPR if needed. Parents will be notified as soon as safely possible.
5. If injury results in medical treatment or hospitalization, we will immediately call and submit an "Injury/Incident Report" to the Departments Licensor and Social Worker, if applicable. A copy will be given to the parents.
6. All injuries that the child arrives with will be documented and an injury report will be written.